



## Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

### RE-POST

<b>Opening Date:</b>	September 15, 2006	<b>Closing Date:</b>	September 29, 2006
<b>Job Title:</b>	Recordation Clerk II	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	084627	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Anne Arundel County Annapolis, Maryland	<b>Grade/Salary Range:</b>	J06 \$27,588 - \$39,849
<b>Financial Disclosure:</b>	No	<b>Entry Range:</b>	J06 \$27,588 - \$32,689 (Depending on Qualifications)

### Regular State employees subject to promotion/demotion policy

**Essential Functions:** Processes incoming land instruments at the counter and by mail determining recordability, calculating and collecting fees and taxes due. Processes charges and payments by using a cash register and performs settlement of work each day. Indexes instruments by using a computer keyboard and proofreads completed index. Assists the public by providing information about land records procedures at the counter, by telephone and via mail. Maintains all indexes.

**Education:** High School Diploma or GED.

**Experience:** Minimum of one year of land records experience.

**Preferred:** Knowledge of land records and cash handling experience.

**Skills/Abilities:** Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Demonstrate ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Demonstrate ability to understand and apply all job related codes, policies, rules and regulations. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test(s), each test not to exceed 5 minutes. Ability to perform all essential functions of this position.

**Please submit a Judiciary application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Robert P. Duckworth, Clerk  
Circuit Court for Anne Arundel County  
P.O. Box 71,  
Annapolis, MD 21404  
ATTN: Human Resources  
FAX: 410-222-1395  
Email: ClerksOfficeJobs@aacounty.org

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**